

FRESNO, CALIFORNIA

CLASS SPECIFICATION

INDUSTRIAL/COMMERCIAL WATER CONSERVATION **SPECIALIST**

Deleted: REPRESENTATIVE

****Department recommends this be a stand alone classification.****

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Industrial/Commercial Water Conservation **Specialist** is a stand alone classification. Incumbents are responsible for performing a variety of journey level duties involving extensive public contact, such as, assisting industrial, commercial, governmental and institutional water users to implement various water conservation measures including those required Water Conservation Best Management Practices and provisions of the Fresno Municipal Code and advising targeted customers in the use of water conservation measures.

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Deleted: the fifth level in a six level Utilities Water Conservation series

Deleted: including those required by

Incumbents may be assigned any shift and may be required to work holidays and weekends. May also be required to be on standby duty on a rotating basis to respond to emergencies.

The Industrial/Commercial Water Conservation Specialist is distinguished from the Landscape Water Conservation Specialist by its responsibility for assisting industrial and commercial water users in the identification and use of water conservation measures. The Industrial/Commercial Water Conservation Specialist is distinguished from the Water Conservation Supervisor, which has first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|---|---------------|
| 1. | Solicits industry participation, input, and support in identifying conditions that contribute to efficient water use <u>including any pertaining to Water Conservation Best Management Practices</u> . | Daily
20% |
| 2. | Performs industrial and commercial water audits and recommends/conducts studies to improve water use efficiency. | Daily
20% |
| 3. | Reviews construction plans for commercial/industrial complexes to recommend areas where water efficiency may be increased. | Daily
15% |
| 4. | Assists industrial and commercial water users by explaining the Water Conservation Program and methods of increasing water use efficiency. | Daily
10% |
| 5. | Responds to inquiries from industrial and commercial water users and provides general assistance or direction as appropriate. | Daily
10% |
| 6. | Schedules, prepares, and makes presentations to manufacturers, processing groups, and other businesses on water conservation practices and techniques. <u>Coordinates and/or hosts outreach events.</u> | Weekly
10% |

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7.	Reviews and makes recommendations for the adoption of water conserving operations, methods, and practices.	Monthly 5%
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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
8.	Compiles statistical data and prepares related reports regarding water conservation issues in assigned area of responsibility.	Monthly 10%
9.	<u>Participates in Landscape audits.</u>	<u>Monthly</u> 10%
10.	<u>Assists in developing and communicating water conservation information through utilizing a variety of media including radio and television interviews</u>	<u>Monthly</u> 5%
11.	<u>Monitors locations for water waste, ensuring compliance with applicable City regulations; identifies and photographs water waste violations, issues, notices, troubleshoots and works to resolve problems.</u>	<u>Weekly</u> 5%
12.	<u>Assists with all programs related to Water Conservation Best Management Practices.</u>	<u>Weekly</u> 10%
13.	<u>Performs general clerical work, including operating computers, office machines, pagers, radios, and answering multi-line telephones.</u>	<u>Monthly</u> 5%
14.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- Bachelor's Degree in Environmental Science, Engineering, or related field, and two years of experience performing commercial
- OR
- Industrial water conservation audits or plant management and engineering are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

The ability to speak, read and write a designated foreign language may be required when community needs dictate.

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Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Valid State of California Driver's License, Class C.

Depending upon assignment may be required to obtain a Valid State of California Driver's License, Class B.

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Knowledge (position requirements at entry):

Knowledge of:

- Water efficient devices and alternatives available for use in commercial and industrial processes;
- Inspection methods of commercial and industrial facilities for water use;
- Methods, materials, tools and equipment used in water system operations and maintenance;
- Cost benefit analysis in water supply and wastewater operations;
- Industrial and commercial water reuse, recycling and relamation systems, practices and methods;
- Water/wastewater regulations, policies and procedures;
- Materials, methods, practices and equipment used in water efficient landscapes, water systems and water conservation activities;
- Water system and conservation program goals, objectives, functions and measurses;
- Applicable Federal, State and Local lawas, codes, ordinances, policies, procedures, rules and regulations;
- Environmental Protection Agency's Significant Industrial User (SIU) program;
- Environmental issues and concerns related to water systems and conservation.

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Skills (position requirements at entry):

Skill in:

- Using a computer and related software applications;
- Conducting water audits of commercial/industrial operations;
- Reviewing and assessing construction drawings, development plans, and flow diagrams to identify water intensive uses and determine appropriate water use efficiency;
- Speaking in public;
- Conducting information presentations;
- Preparing clear, concise, and comprehensive reports, records, correspondence, and other written materials;
- Implementing public relations initiatives;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Ability to explain regulations clearly ande concisely to the public.
- Ability to communicate effectively in oral and written form.

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Physical Requirements: Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

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Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)
Date: 12/2007